

**Court of Appeals, Division II
Tacoma, Washington**

CASE MANAGER

The Court of Appeals – Division II in Tacoma, Washington would like to bring to your attention an exciting court case management opportunity. We are seeking to fill one full time Case Manager position. The Case Manager functions and responsibilities include the opening and processing of cases filed at the Court of Appeals, docketing case information into the ACORDS on-line docketing system, interpreting appellate rules and procedures, and working with attorneys and defendants to resolve case processing issues. The duties of this position also include back-up to the receptionist and court archiving specialist.

The minimum qualifications for the Case Manager are an Associate of Arts degree in legal secretarial science or related field; **OR** Graduation from high school/GED **AND** three years clerical/secretarial experience including one year in a legal environment. The successful candidate also must be able to lift boxes weighing approximately 25 pounds. **Desirable Qualifications: Knowledge of appellate court rules and procedures, legal terminology and Microsoft WORD.**

A complete description of the position, including salary information and application instructions, can be found at www.courts.wa.gov/employ. The career section of our website also contains a complete list of other current employment opportunities. We encourage you to peruse this site for other positions that you or your colleagues may be qualified for.

SALARY AND BENEFITS:

- \$38,556 - \$50,568 annually (Range 48) – starting salary will be no higher than mid-range
- Medical/Dental, Life Insurance and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit a cover letter, résumé, and completed judicial branch application by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention: Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: employment@courts.wa.gov or Fax: 360-586-4409

No applications will be accepted by the Court of Appeals.

CLOSING DATE: Application packets must be received by 5:00 p.m. on March 23, 2015.

The Court of Appeals is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.